**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Structure and role of relational databases, p 97**

1. What is a flat file database?
2. Define each of the following terms:
   1. Primary key
   2. Field
   3. Record
   4. Form
   5. Query
   6. Report
   7. Macros

**Data types and formats**

1. List the following **data types** and characteristics of each with examples.
   1. Text, (string) String data types include a series of symbols or values, such as a character string (a sequence of characters) or a binary string ( a sequence of binary values
   2. Numeric
   3. Currency
   4. Date/time
   5. Boolean
   6. Object
   7. Memo
2. **Data Formats:**

Elaborate on the following common data formats:

* 1. text
  2. fixed decimal places
  3. Date
  4. Date/time
  5. Dollar, currency
  6. True/false, Boolean logic